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14 JUL 1964

MEMORANDUM FOR: Chief, Records Center

THROUGH : Chief, Records Administration Staff

SUBJECT : Transfer of Non-sensitive Documents -  
Federal Records Center

1. This is in response to your request to evaluate the security considerations involved in a proposed transfer of some materials now located [redacted]

[redacted] to the Federal Records Center, Alexandria, Virginia. The materials proposed to be moved consist of a volume of 7,200 cubic feet. This material is considered to be non-sensitive and is presently in a "dead storage" category. It is comprised of (a) 700 cubic feet of unclassified material, which are captured World War II Japanese documents, (b) 1,500 cubic feet of OCR material classified SECRET, which is a USIB reference collection of documents generated by other agencies, and (c) 5,000 cubic feet of National Intelligence Surveys classified up through SECRET and which are five or more years old. This office has been advised that the originators of categories (b) and (c) are aware of the proposed transfer and interpose no objections.

2. A visit was made to the Federal Records Center by a representative of this Division, accompanied by [redacted] and [redacted] Records Center, and [redacted] of the Records Administration Staff. The Federal Records Center is located on the water front in Alexandria in a building formerly occupied by the Naval Torpedo Factory. It is known as Building #1 and is bounded on the north by Cameron Street, on the west by Lee Street, an alley on the south, and on the east by Union Street. It is a four story, factory-type building constructed in World War I and is surrounded by a twenty-two foot high chain link fence.

3. Mr. Charles E. McCusker, Assistant Chief, Records Branch, escorted the group to the fourth floor of the building. He advised that the first three floors are devoted to non-classified and non-sensitive archives of various Government agencies. He stated that

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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all classified material in the Center is stored on the fourth floor. The elevator is restricted to serving the first three floors and may proceed to the fourth floor only on his permission. The stairways are barricaded at each level. The stairway doors at the fourth floor are metal fire doors and are equipped with dead-bolt locks and contact alarm switches, which are monitored at a near-by guard post. There are also Detex clock stations at the stairways. The elevator landing at the fourth floor is enclosed in a cage-like arrangement formed by 2 x 4 studs and ceiling joists and covered on both sides with one-half inch hardware cloth screen. The door in the cage is secured with a mortised dead-bolt lock and barrel bolts in the floor and in the header.

4. The storage area is a large open area with no inner partitions except around the three elevators and two stairways. The outer walls are lined with steel mesh windows measuring six feet by six feet. The storage area is filled with long rows of steel shelving, nine feet high. The fourth floor has a fifteen foot ceiling. The records are in sealed cartons and are normally serviced "in" and "out" by the Records Center employees. All employees on the fourth floor are cleared at least SECRET; some have TOP SECRET clearance; and, some have "Q" clearance.

5. The material is protected by a fire detection system and an alarm system made by Mosler Research Products, which is a combination communication and alarm. It is a "talk-back" system which is very sensitive and picks up the slightest noise. It is monitored at a guard post in front of Building #2, which is across Union Street from Building #1, about three hundred and fifty feet distant. For alarm coverage, the fourth floor is divided into four sections, each of which is represented at the alarm monitor panel by a drop, thus, any noise picked up by one of the microphones will be indicated by section. It also provides the monitoring guard with an accurate location of the reporting guard as he patrols.

6. Taking into consideration the non-sensitivity of the material mentioned in Paragraph 1 (captured World War II material), and the fact that other Government agencies originate category (b), and the further fact that other Government agencies have custody of both category (b) and (c) and are presumably storing obsolete material of an identical nature in the Federal Records Center at the present time, it is felt that it would be entirely consistent to transfer the subject material now stored [redacted]

[redacted] Records Center, to the Federal Records Center. The security measures now in effect are believed adequate, and since there is no exclusive Agency information involved, no further security protection is recommended.

[redacted]  
Chief, Physical Security Division, OS

